

COBAR SHIRE COUNCIL



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 12 MARCH 2015

~ ORDER OF BUSINESS ~

Business for the meeting will be as follows:

1. Apologies
 2. Declaration of Interests
 3. General Manager's Report – Part A (Action)
 4. General Manager's Report – Part B (Information)
 5. Matters of Urgency
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REPORT 1A – ADOPTION OF COUNCIL’S SOCIAL MEDIA POLICY

FILE: P5-98 AOP REFERENCE: 3.2.2 ATTACHMENT: YES (PAGE 13-22)

AUTHOR: *Special Projects Officer, Angela Shepherd*

Purpose

For Council to adopt a Social Media Policy and to understand the guidelines for undertaking social media activities by both staff and Councillors.

Background

The use of social media continues to grow across the community. The Cobar Shire and TAFE Library and the Cobar Youth and Fitness Centre have both developed Facebook pages to interact with their target audiences and the Festival of the Miners Ghost has used a Facebook page to promote the activities of the Festival. However, to date there has not been a social media policy or a set of guidelines to using social media within Council.

There is also a growing demand for a Council Facebook page. This will allow events and activities to be promoted, to alert the community of key public notices (such as flushing of the water mains), emergency information and recruitment opportunities to a very broad audience quickly.

Issues

The record keeping requirements with social media are the same as for other forms of communication with Council. However, it is made more difficult due to the volume of information that social media generates. Information collected and disseminated through social media must be kept within Council’s record keeping system as per other paper based records.

Users of social media expect a rapid response to posts. Initially, Council will use the main Facebook page purely to disseminate information and not to collect posts. However, the public will be encouraged to contact Council through the email system, ensuring better record keeping practices. It will be easy in the future to allow postings to be made on the Council page should the decision be made to do so.

Legal Situation

Information posted on social media is subject to the same record keeping legislation and to the GIPA Act as all other Council records.

Policy Implications

Once this policy is adopted, staff will develop a Council Facebook page and will investigate the more widespread use of social media.

Financial Implications

There are no financial implications as existing staff will undertake the Administration and monitoring tasks associated with an increased social media presence.

Risk Implication

To minimise risk, Council will initially not allow outside postings on the Facebook page, however the community will be encouraged to post to Council through the mail@cobar.nsw.gov.au email address.

RECOMMENDATION

That Council adopts the draft Social Media Policy and notes the social media guidelines.

**REPORT 1B – BANK RECONCILIATION, CASH FLOW & LOAN FACILITY
SUMMARIES AS AT 28 FEBRUARY 2015**

FILE: B2-7 AOP REFERENCE: 3.1.1.5 ATTACHMENT: NO
AUTHOR: *Manager Finance & Administration, Neil Mitchell*

Purpose

Council has requested that the following financial information be presented to each meeting of Council: reconciled bank balance, cash flow statement, and loan facility.

Bank Reconciliation

Balance as per Bank Statement – 28 Feb 2015	114,369
Add: Outstanding deposits	23,061
Deduct: Unpresented Cheques	(15,281)

BALANCE AS PER CASH BOOK 28 February 2015	122,149
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In accordance with the requirements of the Local Government Act, 1993, I hereby certify that the Cash Book has been reconciled with the appropriate Bank Statements on a daily basis, during the month of February 2015 and that the reconciliations have been recorded.



Manager Finance & Administration

**Summary of Total Funds Available at Month End,
28 February 2015**

Month	Investment Balances	Operating Account	Total Available Funds
Mar-14	6,256,687	246,954	6,503,641
Apr-14	5,774,883	190,801	5,965,684
May-14	6,912,388	290,951	7,203,339
Jun-14	6,333,238	78,599	6,411,837
Jul-14	6,093,147	229,986	6,323,133
Aug-14	8,314,265	156,366	8,470,631
Sep-14	8,198,204	57,627	8,255,831
Oct-14	8,199,632	52,044	8,251,676
Nov-14	8,379,663	268,158	8,647,821
Dec-14	8,950,731	33,005	8,983,736
Jan-15	8,279,456	247,174	8,526,630
Feb-15	10,017,624	122,149	10,139,773

12 month average of cash invested: \$7,642,493

The amount restricted in the Financial Accounts for Employee Leave Entitlements is \$313,647.

Cash Flow

Budget	Actual	Description	Forecast
Feb-15	Feb-15		Mar-15
247,174	247,174	Bank Balance Forward	122,149
1,217,578	1,217,648	Financial Assistance Grant	
25,000		Major Project Revenue <i>(estimate only)</i>	400,000
700,000	1,087,406	RMS – Ordered Works - Additional claim made	
500,000	440,842	RMS – Routine Maintenance	
13,200	11,318	RMS Agency	13,200
830,000	601,534	Rates /Water/User Charges	610,000
50,000	76,775	Private Works/Debtors	50,000
150,000		Non s67 Debtors <i>(incl. CWB & Capital Grants)</i>	150,000
220,000	234,225	LBV – Residents Fees & Grant	220,000
90,000	96,764	Child Care/In Home Care	90,000
		Net Transfer from ‘At Call’ Account	520,000
25,000	25,232	Sundry	25,000
		Plant Sales	25,000
62,000		GST - Claim delayed & due March, but Feb GST -\$65k	
		<i>Less</i>	
(1,500,000)	(1,505,928)	Creditors	(1,503,084)
(630,000)	(671,072)	Wages & Salaries	(650,000)
(1,927,687)	(1,717,504)	Net Transfer (to) ‘At Call’ Accounts	
(22,265)	(22,265)	Loan Repayment	(22,265)
50,000	122,149	Closing Reconciled Bank Balance Cr/(Dr)	50,000

COUNCIL’S LOAN FACILITIES as at 28 February 2015

Working Capital Loan (5.63%)	(\$500,000)
Refinanced NECU Loan (6.22%)	(\$1,785,870)
Closing Balance 28 February 2015	(\$2,285,870)

RECOMMENDATION

That Council receive and note the Bank Reconciliation, Cash Flow and Loan Facility Report as at 28 February 2015.

REPORT 2B – RATES RECONCILIATION REPORT AS AT 28 FEBRUARY 2015**FILE: R2-1****AOP REFERENCE: 3.1.1.6****ATTACHMENT: YES (PAGE 23-24)****AUTHOR: Rates Officer, Jo-Louise Brown****Purpose**

To provide Council details of the Rate Reconciliation as at 28 February 2015.

FUND	LEVY 2014-2015	Pensioner Rebates	Abandoned Levy	Additional Levies	Sub Total 2014- 2015	Arrears 30th Jun 14	Payments	Total Outstanding	Total Outstanding Previous Year	% Outstanding of Sub Total Plus Arrears
Business	361,810.49	328.33	1,313.40	500.00	360,668.76	21,537.58	289,640.37	92,565.97	85,046.52	24.22%
Farmland	618,372.00	2,750.00	-	3,201.76	618,823.76	41,751.70	458,712.55	201,862.91	186,925.41	30.56%
Mining	1,534,980.69		12,233.20	-	1,522,747.49	129,765.55	926,872.23	725,640.81	384,967.03	43.91%
Residential	1,099,583.83	49,822.98	502.25	-	1,049,258.60	158,054.45	795,296.86	412,016.19	393,301.07	34.13%
Overpayments					-	-95,748.40	- 39,344.72	-56,403.68	-58,799.32	58.91%
Legal Costs			-	26,177.76	26,177.76	19,842.63	8,639.99	37,380.40	20,186.69	81.23%
Interest			-	7,745.01	7,745.01	58,224.43	8,157.85	57,811.59	43,874.79	87.63%
General Rates	3,614,747.01	52,901.31	14,048.85	37,624.53	3,585,421.38	333,427.94	2,447,975.13	1,470,874.19	1,055,502.19	37.53%
Domestic Waste	534,703.00	18,597.69	11,262.09	832.00	505,675.22	24,871.02	390,357.10	140,189.14	133,082.58	26.42%
Sewerage	619,440.00	20,300.00	1,480.00	27,033.71	624,693.71	33,661.10	484,771.95	173,582.86	174,569.00	26.37%
Cobar Water	597,105.00	21,612.50	804.00	1,014.00	575,702.50	22,627.79	454,791.33	143,538.96	138,568.41	23.99%
Nymagee Water	25,060.00	612.50	209.91	-	24,237.59	5,203.55	19,256.60	10,184.54	9,838.02	34.59%
Euabalong Water	36,405.00	1,137.50	-	-	35,267.50	8,951.87	27,986.42	16,232.95	16,049.56	36.71%
Euab West Water	22,575.00	612.50	-	-	21,962.50	4,534.19	16,920.43	9,576.26	9,303.29	36.14%
Mt Hope Water	4,620.00	-	-	-	4,620.00	0.00	2,972.19	1,647.81	977.45	35.67%
Water Access	685,765.00	23,975.00	1,013.91	1,014.00	661,790.09	41,317.40	521,926.97	181,180.52	174,736.73	25.77%
Water Usage	828,597.45		8,848.55	-	819,748.90	436,760.89	1,219,269.68	37,240.11	48,926.08	2.96%
TOTAL	6,283,252.46	115,774.00	36,653.40	66,504.24	6,197,329.30	870,038.35	5,064,300.83	2,003,066.82	1,586,816.58	28.34%

RECOMMENDATION**That the Rates Reconciliation Report as at the 28 February 2015 be received and noted.**

REPORT 3B – GRANT FUNDING

FILE: G4-17

AOP REFERENCE: 3.1.1.4

ATTACHMENT: NO

AUTHOR: *Special Projects Officer, Angela Shepherd***Grant Update**

Grant and Department	Activity	Amount Applied For	Successful?	Council Funding Required	Deadline for Project
Grants Applied for					
National Stronger Regions Fund	Revitalisation of the Cobar Youth and Fitness Centre (entrance, kitchen, eating/social area, multipurpose room)	\$250,000	Pending – announcement due by May 2015	\$197,000 Council S94 funds \$40,000 Peak \$20,000 CSA	Must be completed by December 2019
NSW Sport and Rec Facility Grant	Purchase of a mobile ablutions block septic/sewer connections at three Cobar sites.	\$50,000	Pending	\$25,000 from the 'matching grants' budget	December 2015
Heavy Vehicle Safety and Productivity Program	New Truckwash	\$90,000	Pending	\$90,000 budgeted	
Youth Opportunities	Range of confidence building, reliance and transition programs for 11-14 year olds.	\$15,000	Pending	Project Administration	For projects between February and December 2015.
Environmental Trust	Erosion control, weed removal and remediation works in one of three inlets to the Newey.	\$100,000	Pending	Project Administration	
Landfill Consolidation and Environmental Improvements Grants	Stream 2 - Environmental Improvements Cobar Waste Facility works	\$137,302	Pending	Total Cost - \$196,146 Council to provide difference in funding	

Program - EPA	- site security, improved waste storage facilities and better signage			from Waste Fund	
Landfill Consolidation and Environmental Improvements Program - EPA	Stream 1 – consolidation of landfill site	\$16,000	Pending	Total cost \$21,000. Council contribution \$5,000 to come from Waste Fund.	

Grant and Department	Activity	Amount Applied For	Successful?	Council Funding Required	Comment
Grants Announced					
Resources for Regions – Application made on behalf of the Cobar Water Board – full application	Replacement of the Twin Pipeline from Nyngan to Cobar.	\$5m	Yes	CWB to contribute \$1.4m, total project value \$6.4m	
Senior Citizens Week	Funding to run the 2015 Senior Citizens Week activities.	\$1,000	Unsuccessful	\$1,000 matching	A week of activities will be undertaken with the budget allocation provided.
Fixing Country Roads	Realign corner and floodway at Kangaroo Springs, Whitbarrow Road	\$700,000	Successful	\$36,300 Council and \$63,700 VPA funds	Works to be completed 2014/2015
Fixing Country Roads	Floodway remediation (culvert installation) and water diversion at Acres Billabong on Tiltagoona Rd	\$320,000	Successful	\$100,000 already allocated in budget	Works to be completed 2014/2015
Resources for Regions – Whitbarrow Way	Joint application with Bogan Shire Council – Bogan to seal their section. Cobar to	\$4.1063m	Unsuccessful.	Council \$100,000, Hera Mine \$50,000, VPA \$63,700, Bogan	Late 2014/2015

	remedy Kangaroo Springs corner and floodway, reseal			\$300,000	
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Current Grant Opportunities –

- Sport disability grants now open – Council intends to submit an application for disability toilets and storage of wheelchairs for wheel chair basketball at the Youthie.
- Shade structure grants open – Council intends to submit a grant for shade at the playground in Drummond Park and to assist the Nymagee Progress Association to submit a grant for shade at their playground.
- Tourism Infrastructure Grants for Airports – Council intends to put together an EOI for upgrade works at the airport terminal building and fuel supply facilities.

RECOMMENDATION

That the information contained in the grant funding report detailing grants applied for, grants announced and grants available, as well as the updates on Council’s grant capital projects, be received and noted.

ATTACHMENTS



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 12 MARCH 2015

~ REFERENCE TO ATTACHMENTS ~

PART A – ACTION

Report 1A – Adoption of Council’s Social Media Policy 13-22

PART B – INFORMATION

Report 2B – Rates Reconciliation Report as at 28 February 2015 23-24